

## **File Management**

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### **CREATING DIRECTORIES**

Steps to creating folders:

1. Open Windows Explorer -- Start, Programs, Windows Explorer
2. If your window is small you may need to enlarge it (maximize it or drag the right lower corner).
3. To create a folder (directory) on C: click one time on C: (on left) to highlight/select it.
4. Go up to the menu bar at the top and click on 'File', 'New', 'Folder'.
5. A folder box appears on the right. Type your desired folder name. and click Enter.
6. On the menu bar at the top, click 'View', 'Refresh' and now you will see your new folder on the left.

NOTE: Sub folders can be created under already established folders in the same manner. On the menu bar, click one time on the folder and click 'File', 'New', 'Folder'.

### **Practice Exercise**

Creating folders by doing the following:

1. Open Windows Explorer
2. Scroll the left side scroll bar up until you see [C:] and click once on [C:]
3. Go up to 'File' on the menu bar and choose 'New', 'Folder'
4. Replace 'New Folder' with 'Downloads' and hit Enter. Now when you download something from the Web, you can put the file in this directory.
5. Click on [C:] again and make another folder called 'Coursework'.

Now click once on the 'Coursework' folder and create a folder with the name of one of your courses (example filemanagement). You may want to create another folder for another course. Now you can see how this works to organize your files!